



FILING REQUIREMENTS and PROCEDURES for filing Applications with the Abington Zoning Board of Appeals

QUESTIONS ?
(781) 982-2100
www.AbingtonMA.gov

1. All applications must be completely filled out, and must include the additional information and plans required by these Filing Requirements and Procedures. All application packages should be filed with the Zoning Board's secretary at the Town Offices, or be deposited with the Town Clerk. The following items must be included in the application package:

- A. The original signed Application Form, together with eight (8) copies of the signed Application Form (9 total). See also § 4 below.
- B. Check for filing fee made payable to "Town of Abington". See list of filing fees below.
- C. Applicants must order a certified list of abutters for zoning purposes, per MGL Ch. 40A §11, by filling out a request form at the Assessors Office (781-982-2107). Order in advance and allow 3-5 days for preparation. The Assessors will print out the certified list of abutters, a copy of the Property Record Sheet, and a copy of the relevant Assessors Map. Typed mailing labels may also be purchased from the Assessors, or can be prepared by the Applicant. **Include the following in your application package:**
 - ☐ 9 copies of Property Record Sheet ☐ 9 copies of Assessors Map ☐ 1 copy of the Certified List of Abutters
 - ☐ 2 sets of envelopes with printed/typed name & address of each abutter, and with proper postage on each envelope
- D. Complete plans drawn to scale must accompany the petition. The plans shall be drawn to a useable scale, normally not smaller than 1"=10' for small proposals, or 1"=40' for larger proposals, and showing the following details:
 1. Actual size and shape of the locus lot.
 2. All existing and proposed front, side and rear yard setback dimensions.
 3. Dimensions and locations of all existing and proposed buildings, structures and paved areas. For commercial, multi-family, mixed use, or industrial projects, building elevation plans or architectural plans must also be included.
 4. For site/building work within the local Flood Plain and Wetlands Protection Overlay District, submitted plans must also show elevations at two-foot contour levels and the details required by §175-35. Applicants are urged to review §175-35.

2. The Zoning Board's secretary will prepare the required Public Hearing Notice after the application is received, and the Notice will be delivered to the Applicant. The Applicant will then be required to immediately arrange for publication of said Notice in The Enterprise on the dates stated in the Notice, pursuant to Ch. 40A §11 (published once in each of two successive weeks, the first being not less than 14 days before the hearing date). The Applicant must pay all publication costs, and bring copies of each published Notice to the hearing.

3. The Zoning Board's secretary will mail the Public Hearing Notice to all certified abutters as required prior to the public hearing, and will mail a copy of the Decision after it is filed with the Town Clerk. If copies are desired by the Applicant, two (2) self-addressed stamped envelopes should be included with the Application package, in addition to the two (2) sets of addressed, stamped abutter envelopes.

4. If it is determined that any site work or construction will occur within Abington's local Flood Plain and Wetlands Protection Overlay District, three (3) additional copies of the application and the submitted plans must be filed (total of 12 to be filed), per §175-35. It is suggested to confirm this issue with the Building Inspector before filing the Application package. The submitted plans **MUST** show the location of any wetlands and existing and proposed site topography at 2-foot contour levels, certified by a surveyor or engineer [See §175-35C and §175-77B(5)]. Unless a request for a waiver of an EIS is submitted, twelve (12) copies of an Environmental Impact Statement (EIS) must also be submitted. If a permit is required from the Conservation Commission, no waiver of an EIS will be granted. Copies of the application, EIS and plans will be forwarded by the Zoning Board to other town boards (such as the Planning Board, Building Inspector, Board of Health, Highway Dept, and Conservation Commission). The Zoning Board may not grant approval unless all advisory reports have been filed or until 35 days have passed.

Any application for a variance, special permit or a finding may be withdrawn without prejudice prior the publication of the Notice of Public Hearing, but thereafter may be withdrawn only by vote of the Zoning Board of Appeals.

FILING FEES

Variance(s) for Residential Property:

- 1-family or 2-family property **\$100**
- 3-family or greater (residence) **\$150 plus \$15/unit**

Variance(s) for Mixed Use or Non-Residential Property: **\$200**

Appeal of Building Inspector's Decision: **\$50**

Finding under MGL Ch 40A §6: **\$100**

Special Permit(s) for Residential Property:

- 1-family or 2-family property **\$100**
- 3-family or greater (residence) **\$125 plus \$10/unit**

Special Permit(s) for Mixed Use or Non-Residential Property: **\$150**

Special Permit under 175-35 (Flood Plain & Wetlands Protection):

- 1-family or 2-family property **\$ 75**
- All other property or uses **\$150**

SUBMITTAL CHECKLIST

- ☐ Original + 8 copies of Application ☐ 9 copies of Plans ☐ 9 copies of Property Record Sheet ☐ 9 copies of Assessors Map
- ☐ check for filing fees ☐ 1 copy of certified abutters list ☐ two (2) sets of stamped, pre-addressed abutter notice envelopes

If in Flood Plain & Wetlands Overlay District, FILE: ☐ 3 extra copies of Application, plans, assessor docs + 12 EIS (or include request for EIS waiver)